

Arkansas Administrative StateWide Information System

The Users Guide To

STRATEGIC ENTERPRISE MANAGEMENT BUSINESS PLANNING AND SIMULATION ANNUAL DETAIL COST CENTER BUDGETING

COURSE ID: SEM-BPS-ANNL_CC

DETAIL COST CENTER BUDGETING

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ANNUAL DETAIL COST CENTER BUDGETING

DETAIL COST CENTER BUDGETING SCREEN LAYOUTS

SAP

Planning Edit Goto Utilities Tools System Help

Enter planning data

Close navigation Planning profile Global planning sequences Set variables

Planning areas

	Technical name
Budget Preparation Annual	AZSBP01A
Annual Budget Validation	VALIDATI
Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCAL
Annual (WBS) budgeting	BCCABUWW
Annual Agency position budg(Cost Center)	BPOSAAAC
Annual Agency position budgeting (WBS)	BPOSAAWC

Planning functions

	Technical name
Annual Agency cost center budgeting	BCCABUCC
Set Scenarios	COPYSCNR
Delete Scenario X	DELETESC
Change Status to Ready	STATUSCH
Change Cost Center	CHANGECCO
Manual planning	0-MP
Cost Center Planning	COSTC001

Prompt

File Edit View Insert Format Tools Data Window Help

	A	B	C	D	E
1	Controlling area	ARK	State of Arkansas		
2	Business area	0631	DFA - DIVISION OF RACING		
3	Functional area	ADMN	Fin/Admin/Internal Svcs		
4	FM area	ARK	State of Arkansas		
5	BudgetPrep Version	1A	Agency Annual Distribution		
6	Scenario	A	Active		
7	Status Indicator	NR	Not Ready		
8	Fiscal year variant	Z1	July - June, 4 special periods		
9	Fiscal year	2004	July - June, 4 special periods 2004		
10	WBS element	#	Not assigned		
11	CLIP Flag	#	Not assigned		
12					
13	Cost center	Fund	Funds center	Commitment item	Cost element
14					
15	399201	HSC3100 146		5010003	5010005000 03 - FIC.
16	399201	HSC3100 146		5010003	5010006000 03 - Ber
17	399201	HSC3100 146		5010003	5010007000 03 - Ret
18	399201	HSC3100 146		5010003	5010008000 03 - Une
19	399201	HSC3100 146		5010006	5010003000 06 - Ove
20	399201	HSC3100 146		5020002	5020001000 Postage
21	399201	HSC3100 146		5020002	5020002000 Telecom
22	399201	HSC3100 146		5020002	5020003000 Telecom

Draw AutoShapes

1.70 sapbw02 INS



DETAIL COST CENTER BUDGETING SCREEN LAYOUTS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables

File Edit View Insert Format Tools Data Window Help

C22 = 281

	A	B	C	D	E	F	G
1	Controlling area	ARK	State of Arkansas				
2	Business area	0630	DFA - REVENUE SERVICES DIV				
3	Functional area	ADMN	ADMN				
4	FM area	ARK	State of Arkansas				
5	BudgetPrep Version	1A	Agency Annual Distribution				
6	Scenario	A	Active				
7	Status Indicator	NR	Not Ready				
8	Fiscal year variant	Z1	July - June, 4 special periods				
9	Fiscal year	2004	July - June, 4 special periods 2004				
10							
11							
12							
13							
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget
1724	397684	MTA0300	241	5110014	5110003000	14 - Other Refunds	13,665
1725	397685	MTA0300	241	5110014	5110003000	14 - Other Refunds	3,025
1726	397694	MTA0300	241	5110014	5110003000	14 - Other Refunds	17
1727	397696	MTA0300	241	5110014	5110003000	14 - Other Refunds	43,413
1728	397702	MTA0300	241	5110014	5110003000	14 - Other Refunds	171,982
1729	397705	MTA0300	241	5110014	5110001000	Refund of Taxes	535,649
1730	397708	MTA0300	241	5110014	5110003000	14 - Other Refunds	5,719,058
1731	397715	HSC3001	281E	5060010	5060001000	Professional & Administrative Fees	125,952
1732	398121	MTA0300	241	5110014	5110003000	14 - Other Refunds	13,700
1733	Cost center	Fund	Funds center	Commitment item	Cost element	Total	99,860,052
1734							
1735							
1736							

SEM-BPS 1

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables

File Edit View Insert Format Tools Data Window Help

C22 = 281

	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
1724	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1725	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1726	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1727	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1728	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1729	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1730	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1731	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1732	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1733	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1734														
1735														
1736														

SEM-BPS 1

BW REPORTS

You can produce a BW Report at the end of each case that will reflect your changes.

Case 1

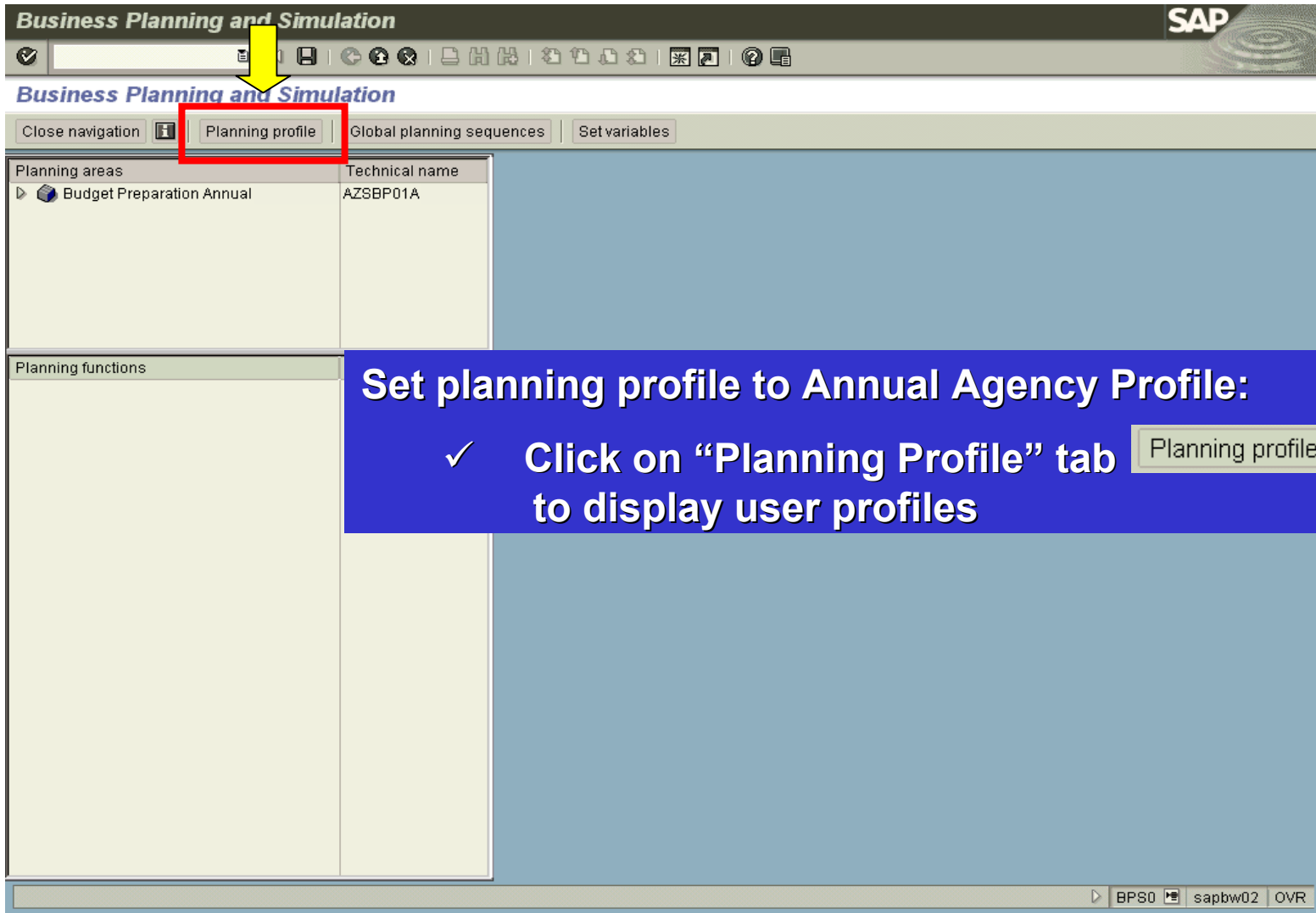
Archive Original Budget



ARCHIVE – COST CENTER BUDGETS

Prior to Agencies making changes to the original individual cost center budgets, the Active Scenario should be archived in case errors are made. This is accomplished by copying the Active Scenario to Scenario A5.

ARCHIVE – COST CENTER BUDGETS



Business Planning and Simulation SAP

Close navigation **Planning profile** Global planning sequences Set variables

Planning areas	Technical name
Budget Preparation Annual	AZSBP01A

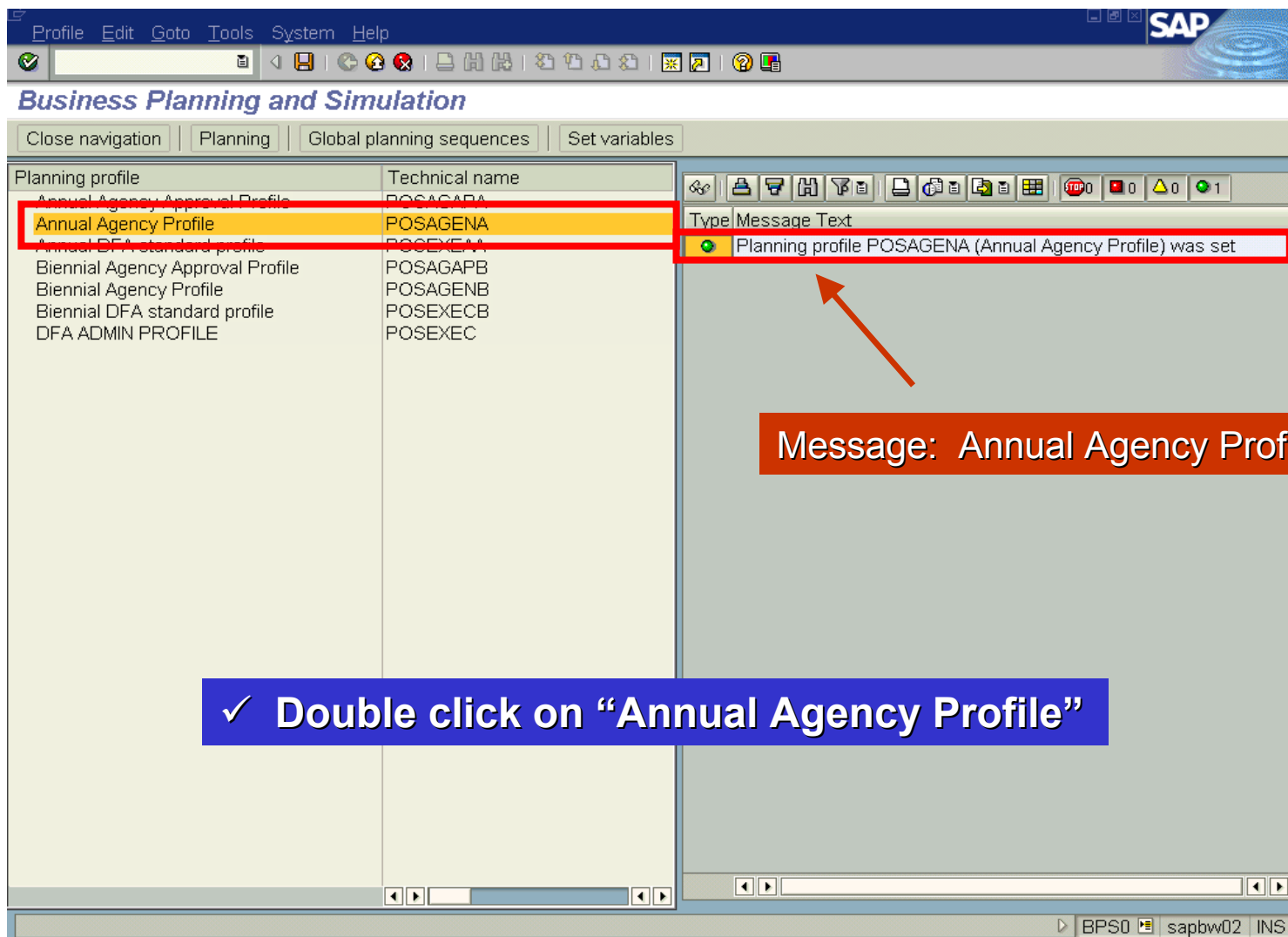
Planning functions

Set planning profile to Annual Agency Profile:

- ✓ Click on “Planning Profile” tab to display user profiles

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ARCHIVE – COST CENTER BUDGETS



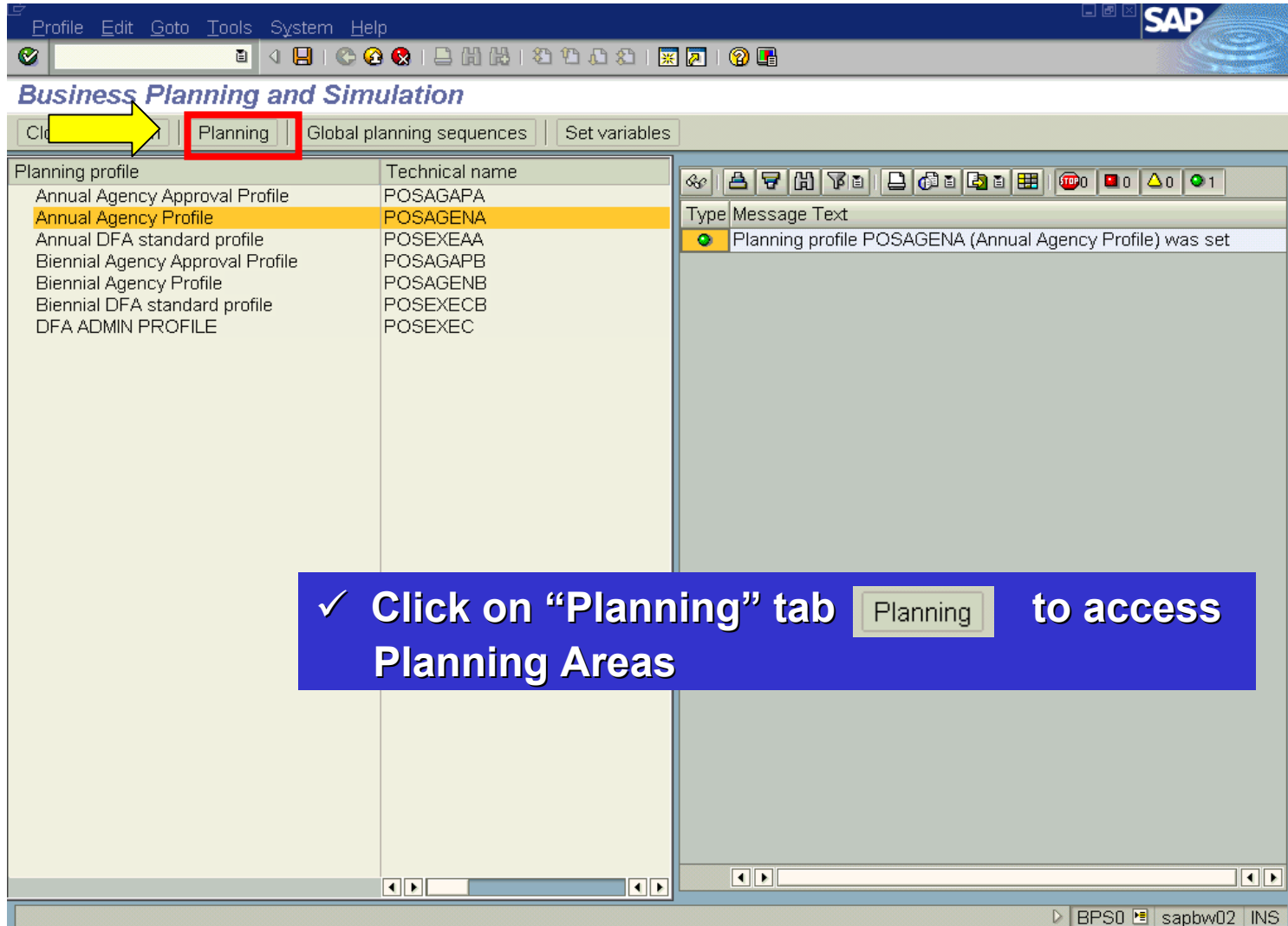
The screenshot shows the SAP Business Planning and Simulation interface. The 'Planning' tab is active, and the 'Global planning sequences' section is visible. A list of planning profiles is displayed, with 'Annual Agency Profile' (Technical name: POSAGENA) highlighted in yellow. A red box highlights this row, and a yellow arrow points to it from the left. A message box on the right states: 'Planning profile POSAGENA (Annual Agency Profile) was set'. A red arrow points from this message box to the highlighted row. A blue box at the bottom contains the text: '✓ Double click on “Annual Agency Profile”'.

Planning profile	Technical name
Annual Agency Approval Profile	POSAGADA
Annual Agency Profile	POSAGENA
Annual DFA standard profile	POSEXENA
Biennial Agency Approval Profile	POSAGAPB
Biennial Agency Profile	POSAGENB
Biennial DFA standard profile	POSEXECB
DFA ADMIN PROFILE	POSEXEC

Message: Annual Agency Profile was set

✓ Double click on “Annual Agency Profile”

ARCHIVE – COST CENTER BUDGETS



Profile Edit Goto Tools System Help

Business Planning and Simulation

Click **Planning** Global planning sequences Set variables

Planning profile	Technical name
Annual Agency Approval Profile	POSAGAPA
Annual Agency Profile	POSAGENA
Annual DFA standard profile	POSEXEAA
Biennial Agency Approval Profile	POSAGAPB
Biennial Agency Profile	POSAGENB
Biennial DFA standard profile	POSEXECB
DFA ADMIN PROFILE	POSEXEC

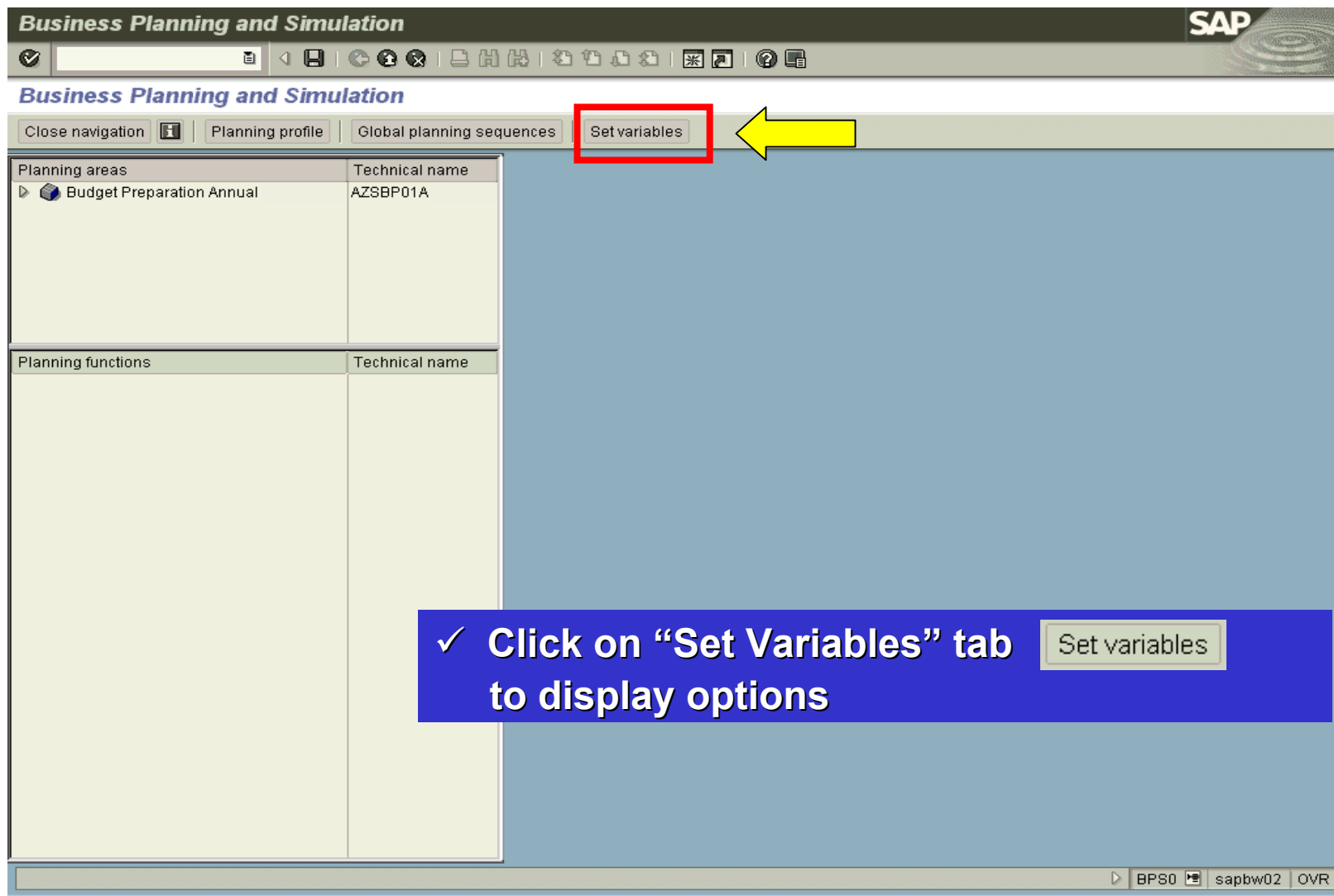
Type Message Text

Planning profile POSAGENA (Annual Agency Profile) was set

✓ Click on “Planning” tab **Planning** to access Planning Areas

BPS0 sapbw02 INS

ARCHIVE – COST CENTER BUDGETS



Business Planning and Simulation SAP

Close navigation **i** Planning profile Global planning sequences **Set variables**

Planning areas	Technical name
▶ Budget Preparation Annual	AZSBP01A

Planning functions	Technical name

✓ Click on “Set Variables” tab to display options

BPS0 sapbw02 OVR

ARCHIVE – COST CENTER BUDGETS

SAP Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	Value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	0470	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area		
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario		
AZSBP01A	Budget Preparation Annual	WBSELE01	Work breakdown structure element (WBS el	0WBSELEMT	WBS element		

0.05 sapbw02 INS

✓ Place cursor in the “From Value” cell of the Budget Prep Version and select the drop down menu

ARCHIVE – COST CENTER BUDGETS

The screenshot shows the SAP Business Planning and Simulation interface. A table lists planning areas with columns: Plan. area, Name of planning area, Variable, Description of variable, Characteristic, Description, Value, and To value. A dialog box titled 'Set and edit selections' is open, showing a selection condition 'BudgetPrep V...' with a value of '1 A'. A yellow arrow points to this value. Another yellow arrow points to a green checkmark button at the bottom of the dialog box.

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	Value	To value
AZSBP01 A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version		
AZSBP01 A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01 A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01 A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01 A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		

✓ Highlight 1A (Annual Version) and click on green check mark



ARCHIVE – COST CENTER BUDGETS

SAP Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Plan_area	Name of planning area	Variable	Description of variable	Characteristic	Description	Value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario		
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el	0WBS_ELEMT	WBS element		

Variable was restricted

0.33 sapbw02 INS

✓ Verify that the correct Business Area is listed

ARCHIVE – COST CENTER BUDGETS

SAP Business Planning and Simulation


Planning | Planning profile | Global planning sequences

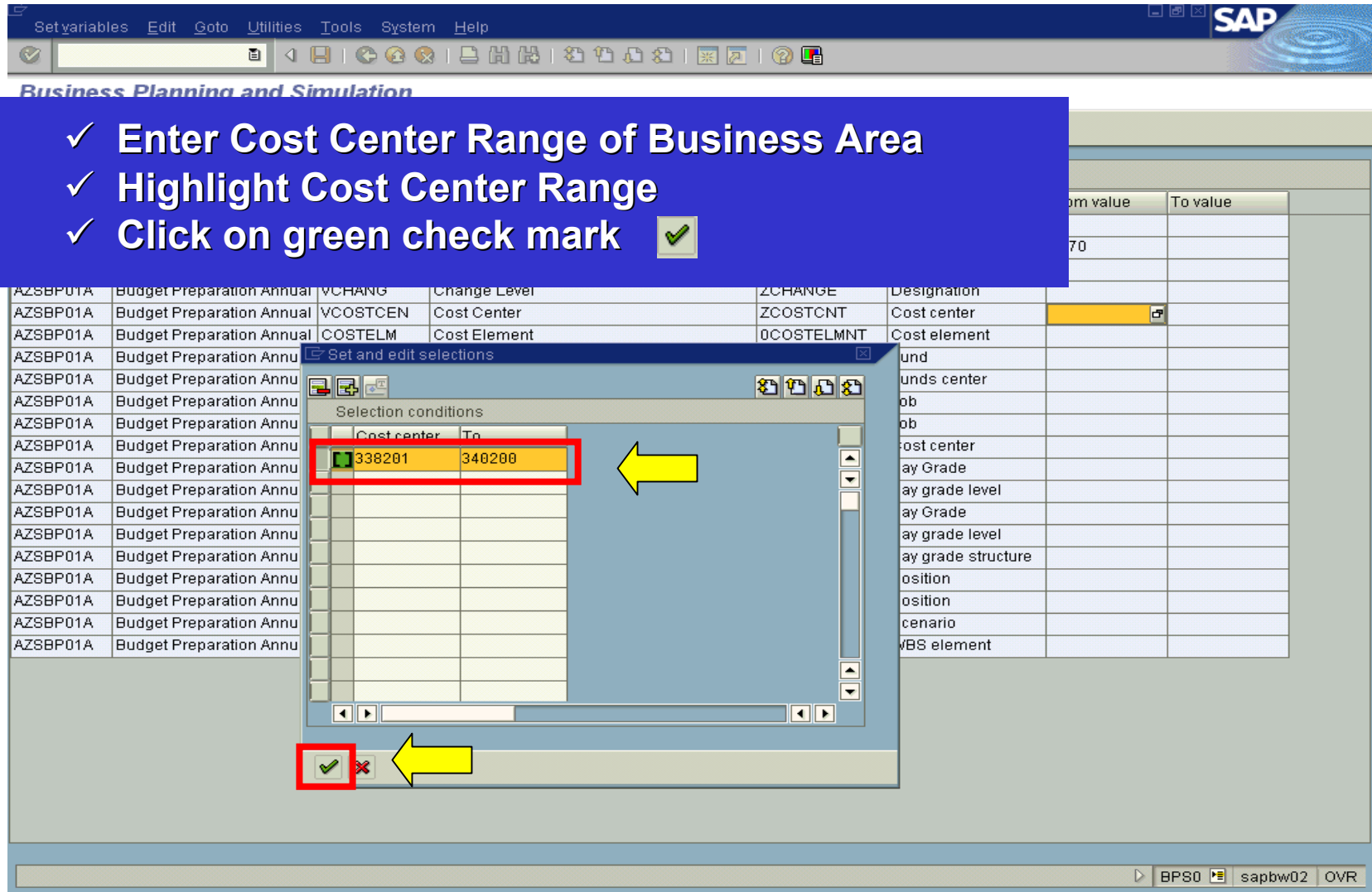
Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario		
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el	0WBS_ELEMT	WBS element		

✓ Place cursor in the “From Value” cell of the Cost Center and select the drop down menu

BP80 sapbw02 OVR

ARCHIVE – COST CENTER BUDGETS

- ✓ Enter Cost Center Range of Business Area
- ✓ Highlight Cost Center Range
- ✓ Click on green check mark 



The screenshot shows the SAP Business Planning and Simulation interface. The main window displays a list of budget preparation annuals (AZSBP01A) with columns for VCHANG, VCHANGE, VCHANG, ZCHANGE, and Designation. The 'Set and edit selections' dialog box is open, showing a table with 'Cost center' and 'To' columns. The row with '338201' and '340200' is highlighted in yellow. A red box highlights the green check mark icon at the bottom left of the dialog box. A yellow arrow points to the highlighted row, and another yellow arrow points to the green check mark icon.

Cost center	To
338201	340200

ARCHIVE – COST CENTER BUDGETS

SAP Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000338201	0000340200
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario		
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el)	0WBS_ELEMT	WBS element		

Set variable (parameters) to copy Scenario A to A5

✓ Place cursor in the “From Value” cell Variable VSCEN and select the drop down menu

ARCHIVE – COST CENTER BUDGETS

SAP Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Set and edit selections

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	Value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Bud			ZCHANGE	Designation		
AZSBP01A	Bud			ZCHANGE	Designation		
AZSBP01A	Bud			ZCOSTCNT	Cost center		
AZSBP01A	Bud			ZCOSTELMNT	Cost element		
AZSBP01A	Bud			ZFUND	Fund		
AZSBP01A	Bud			ZFUNDS_CTR	Funds center		
AZSBP01A	Bud			ZJOB	Job		
AZSBP01A	Bud			ZJOB	Job		
AZSBP01A	Bud			ZCOSTCNT	Cost center		
AZSBP01A	Bud			ZSALARYGR	Pay Grade		
AZSBP01A	Bud			ZSALARYLV	Pay grade level		
AZSBP01A	Bud			ZSALARYGR	Pay Grade		
AZSBP01A	Bud			ZSALARYLV	Pay grade level		
AZSBP01A	Bud			ZSALARYTY	Pay grade structure		
AZSBP01A	Bud			ZHRPOSITION	Position		
AZSBP01A	Bud			ZHRPOSITION	Position		
AZSBP01A	Bud			ZSCENARIO	Scenario		
AZSBP01A	Bud			ZWBS_ELEMENT	WBS element		

Selection conditions

Scenario	To
A1	
A2	
A3	
A4	
A5	

Variable was restricted

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✓ Highlight A5 and click on green check mark

ARCHIVE – COST CENTER BUDGETS

SAP Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000338201	0000340200
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario	A5	
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el	0WBS_ELEMT	WBS element		

✓ Save the variables you have set

Data was saved

Message: Data was saved

ARCHIVE – COST CENTER BUDGETS

SAP Business Planning and Simulation

Set variables Edit Goto Utilities Tools System Help

Save all Ctrl+S

Planning

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000338201	0000340200
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario	A5	
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el)	0WBS_ELEMT	WBS element		

After you have saved your variables (parameters) return to the Planning Areas screen:

✓ Select the “Planning” tab

Planning

Data was saved

sapbw02 OVR

ARCHIVE – COST CENTER BUDGETS

Display planning area AZSBP01A

Close navigation | Planning profile | Global planning sequences | Set variables

Planning areas

	Technical name
▾ Budget Preparation Annual	AZSBP01A
▾ Annual Agency cost center budgeting	BCCABUCC
▾ Annual (WBS) budgeting	BCCABUWW
▾ Annual Agency position budget(Cost Center)	BPOSAAAC
▾ Annual Agency position budgeting (WBS)	BPOSAAWC

Planning functions

	Technical name

Planning area - Basis

AZSBP01A Budget Preparation Annual

Attributes | Data slices | Variables | MasterData

BW Installation

☒ Local

☐ Remote

RFC destination

InfoCube BUDGET PREP ANNUAL CUBE

0.06 sapbw02 INS

✓ Expand “Budget Preparation Annual” folder (). All levels for Annual Budgeting will be displayed

ARCHIVE – COST CENTER BUDGETS

The screenshot shows the SAP Business Planning and Simulation interface. The 'Planning areas' table is displayed with the following data:

Planning areas	Technical name
Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCCAL
Annual (WBS) budgeting	BCCABOWW
Annual Agency position budg(Cost Center)	BPOSAAAC
Annual Agency position budgeting (WBS)	BPOSAAWC

A yellow arrow points to the 'Cost Centers Package' row. A blue callout box contains the following text:

✓ Expand “Annual Agency Cost Center Budgeting” (▶) “Cost Center Package” will be displayed

ARCHIVE – COST CENTER BUDGETS

Planning areas

	Technical name
Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCCAL
Annual (WBS) budgeting	BCCABOVB
Annual Agency position budg(Cost Center)	BPOSAAAC
Annual Agency position budgeting (WBS)	BPOSAAWC

Planning functions

	Technical name
Annual Agency cost center budgeting	BCCABUCC
Set Scenarios	COPYSCNR
Save Scenario A to Scenario (VSCEN)	SAVESCNR
Save Scenario (VSCEN) to A	SAVESCNA
Delete Scenario X	DELETESC
Change Cost Center	CHANGECC
Manual planning	Q-MP

Planning package: AGENCCAL Cost Centers Package

Selection Description

Double-click on "Cost Centers Package"
Planning functions for this package will be displayed on bottom half of the screen

Expand the "Set Scenarios" function ([icon])

Execute by double clicking on the function
"Save Scenario A to Scenario (VSCEN)"
VSCEN was set to A5 in your variable

ARCHIVE – COST CENTER BUDGETS

The screenshot shows the SAP Business Planning and Simulation interface. The 'Tools' menu is highlighted with a red box and a yellow arrow. The 'Planning areas' table lists 'Cost Centers Package' as the selected area. The 'Planning functions' table lists 'Save Scenario A to Scenario (VSCEN)' as the selected function. A message box at the top right displays the following text:

Ty...	Message Text	Det.
0	Planning function COPYSCNR, parameter group SAVESCNR was carried out with no errors	
2	3896 data records were read, of them 0 were changed, 3896 generated	

A red arrow points to the message box. A blue box at the bottom right contains the text: '✓ Save by clicking on the save button at the top of screen' with a save icon.

ARCHIVE – COST CENTER BUDGETS

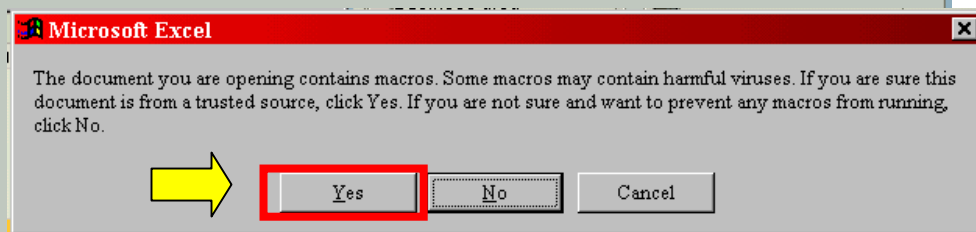
The screenshot shows the SAP Business Planning and Simulation interface. The 'Planning areas' table lists various budgeting functions, and the 'Planning functions' table lists specific actions. The 'Cost Center Planning' function (COSTC001) is highlighted with a red box and a yellow arrow pointing to it.

Planning areas	Technical name
Budget Preparation Annual	AZSBP01A
Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCAL
Annual (WBS) budgeting	BCCABUWW
Annual Agency position budg(Cost Center)	BPOSAAC
Annual Agency position budgeting (WBS)	BPOSAAWC

Planning functions	Technical name
Annual Agency cost center budgeting	BCCABUCC
Set Scenarios	COPYSCNR
Save Scenario A to Scenario (VSCEN)	SAVESCNR
Save Scenario (VSCEN) to A	SAVESCNA
Delete Scenario X	DELETESC
Change Cost Center	CHANGECO
Manual planning	0-MP
Cost Center Planning	COSTC001

Verify that the copy of Scenario A to A5 has been completed:

- ✓ Expand “Manual Planning” function (▶)
- ✓ Double-Click on “Cost Center Planning”
- ✓ Click yes to enable the macros



ARCHIVE – COST CENTER BUDGETS

Enter planning data

Close navigation | Planning profile | Global planning se

✓ Click on “Close Navigation” tab to expand display of cost center layout

Close navigation

Planning areas

	Technical name
Budget Preparation Annual	AZSBP01A
Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCAL
Annual (WBS) budgeting	BCCABUWW
Annual Agency position budg(Cost Center)	BPOSAAC
Annual Agency position budgeting (WBS)	BPOSAAWC

Planning functions

	Technical name
Annual Agency all cost center budgeting	BCCABUDG
Set Scenarios	COPYSCNR
Delete Scenario X	DELETESC
Change Cost Center	CHANGECC
Manual planning	0-MP
Cost Center Planning	COSTC001

File Edit View Insert Format Tools Data Window Help

Arial 9 B I U

H16 = 0

	A	B	C	D	E
1	Controlling area	ARK	State of Arkansas		
2	Business area	0470	DEPT OF INFORMATION SYSTEMS		
3	Functional area	ADMN	ADMN		
4	FM area	ARK	State of Arkansas		
5	Budget-req version	1A	Agency Annual Distribution		
6	Scenario	A	Active		
7	Status Indicator	NR	Not Ready		
8	Fiscal year variant	21	July - June, 4 special periods		
9	Fiscal year	2004	July - June, 4 special periods 2004		
10	WBS element	#	Not assigned		
11	Position	#	Not assigned		
12	CLIP Flag	#	Not assigned		
13					
14	Cost center	Fund	Funds center	Commitment item	Cost elem
15					
	MHC0100	191		5020002	50200050
	MHC0100	191		5020002	50300010
	MHC0100	191		5020002	50400030
	MHC0100	191		5020002	50400050
	MHC0100	191		5020002	50400110
	MHC0100	191		5020002	50500030
	MHC0100	191		5020002	50500050
	MHC0100	191		5020002	50500150
	MHC0100	191		5020002	50800060
	MHC0100	191		5020002	50800110
	MHC0100	191		5020002	50900050
	MHC0100	191		5020002	50900060

M-BPS 1

BPS0 sapbw02 INS

A spreadsheet with your non-position budget items should appear on the right side of the screen. You should see the Active Scenario “A” with a status indicator of “NR” (Not Ready) in the header of the spreadsheet.

ARCHIVE – COST CENTER BUDGETS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Arial 9 B I U

H16 = 0

	A	B	C	D	E	F	G	H
1	Controlling area	ARK	State of Arkansas					
2	Business area	0470	DEPT OF INFORMATION SYSTEMS					
3	Functional area	ADMN	ADMN					
4	FM area	ARK	State of Arkansas					
5	Budget rep version	1A	Agency Annual Distribution					
6	Scenario	A	Active					
7	Status Indicator	NR	Not Ready					
8	Fiscal year variant	21	July - June, 4 special periods					
9	Fiscal year	2004	July - June, 4 special periods 2004					
10	WBS element	#	Not assigned					
11	Position	#	Not assigned					
12	CLIP Flag	#	Not assigned					
13								
14	Cost center	Fund	Funds center					
15								
16	338201	MHC0100	191					
17	338201	MHC0100	191					
18	338201	MHC0100	191					
19	338201	MHC0100	191	5020002	5040005000	Rent of Facilities	18,337.07	0.00
20	338201	MHC0100	191	5020002	5040011000	Other Rent & Leases	10.40	0.00
21	338201	MHC0100	191	5020002	5050003000	02 - Meals & Lodging	160.12	0.00
22	338201	MHC0100	191	5020002	5050005000	02 - Common Carrier	1,596.91	0.00
23	338201	MHC0100	191	5020002	5050015000	02 - Reporting Agency All Travel	1,979.71	0.00
24	338201	MHC0100	191	5020002	5080006000	Association & Membership Dues	3,000.00	0.00
25	338201	MHC0100	191	5020002	5080011000	02-CONTRACTUAL FOOD SERVICES	66.40	0.00
26	338201	MHC0100	191	5020002	5090005000	Fuel Purchases	49.40	0.00
27	338201	MHC0100	191	5020002	5090006000	Office Supplies	100.70	0.00

SEM-BPS I

BPS0 sapbw02 INS

✓ Scenario A is displayed.

✓ To display Scenario A5, click on the other combination button

ARCHIVE – COST CENTER BUDGETS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation

Other combination

Characteristic	Char. value
Functional area	ADMN
Scenario	A5
Status Indicator	NR
Controlling area	ARK
Business area	0470
FM area	ARK
BudgetPrep Version	1A
Fiscal year variant	Z1
Fiscal year	2003
WBS element	#

2004 Auth Budget Jul

916.10 0.00

34.93 0.00

613.45 0.00

18,337.07 0.00

10.40 0.00

SEM-BPS 1

✓ Change “Scenario” to A5 in the “ Other Combination” box and click on green check mark ✓ .

ARCHIVE – COST CENTER BUDGETS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Arial 9

H16 = 0

	A	B	C	D	E	F	G	H
1	Controlling area	ARK	State of Arkansas					
2	Business area	0470	DEPT OF INFORMATION SYSTEMS					
3	Functional area	ADMN	ADMN					
4	FM area	ARK	State of Arkansas					
5	Planned rep version	1A	Agency Annual Disposition					
6	Scenario	A5	Scenario 5					
7	Status Indicator	NR	Not Ready					
8	Fiscal year variant	Z1	July - June, 4 special periods					
9	Fiscal year	2004	July - June, 4 special periods 2004					
10	lvws element	#	Not assigned					
11	Position	#	Not assigned					
12	CLIP Flag	#	Not assigned					
13								
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul
15								
16	338201	MHC0100	191	5020002	5020005000	Freight	916.10	0.00
17	338201	MHC0100	191	5020002	5030001000	Printing	34.93	0.00
18	338201	MHC0100	191	5020002	5040003000	Water & Sewage	613.45	0.00
19	338201	MHC0100	191	5020002	5040005000	Rent of Facilities	18,337.07	0.00
20	338201	MHC0100	191	5020002	5040011000	Other Rent & Leases	10.40	0.00
21	338201	MHC0100	191	5020002	5050003000	02 - Meals & Lodging	160.12	0.00
22	338201	MHC0100	191	5020002	5050005000	02 - Common Carrier	1,596.91	0.00
23	338201	MHC0100	191	5020002	5050015000	02 - Reporting Agency All Travel	1,979.71	0.00
24	338201	MHC0100	191	5020002	5080006000	Association & Membership Dues	3,000.00	0.00
25	338201	MHC0100	191	5020002	5080011000	02-CONTRACTUAL FOOD SERVICES	66.40	0.00
26	338201	MHC0100	191	5020002	5090005000	Fuel Purchases	49.40	0.00
27	338201	MHC0100	191	5020002	5090006000	Office Supplies	100.70	0.00

SEM-BPS 1

BPS0 sapbw02 INS

Scenario A5 is displayed on the screen and is a copy of Scenario A, with a Status Indicator of "NR" (Not Ready)

Case 2

Enter budget amounts in month of July



ENTER BUDGET AMOUNTS IN JULY

**Agencies enter budget amounts
in the month of July.**

ENTER BUDGET AMOUNTS IN JULY

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Arial 9 B I U

H16 = 0

	A	B	C	D	E	F	G	H
1	Controlling area	ARK	State of Arkansas					
2	Business area	0470	DEPT OF INFORMATION SYSTEMS					
3	Functional area	ADMN	ADMN					
4	FM area	ARK	State of Arkansas					
5	BudgetPrep Version	1A	Agency Annual Distribution					
6	Scenario	A5	Scenario 5					
7	Status Indicator	NR	Not Ready					
8	Fiscal year variant	Z1	July - June, 4 special periods					
9	Fiscal year	2004	July - June, 4 special periods 2004					
10	WBS element	#	Not assigned					
11	Position	#	Not assigned					
12	CLIP Flag	#	Not assigned					
13								
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul
15								
16	338201	MHC0100 191		5020002	5020005000 Freight		916.10	0.00
17	338201	MHC0100 191		5020002	5030001000 Printing		34.93	0.00
18	338201	MHC0100 191		5020002	5040003000 Water & Sewage		613.45	0.00
19	338201	MHC0100 191		5020002	5040005000 Rent of Facilities		18,337.07	0.00
20	338201	MHC0100 191		5020002	5040011000 Other Rent & Leases		10.40	0.00
21	338201	MHC0100 191		5020002	5050003000 02 - Meals & Lodging		160.12	0.00
22	338201	MHC0100 191		5020002	5050005000 02 - Common Carrier		1,596.91	0.00
23	338201	MHC0100 191		5020002	5050015000 02 - Reporting Agency All Travel		1,979.71	0.00
24	338201	MHC0100 191		5020002	5080006000 Association & Membership Dues		3,000.00	0.00
25	338201	MHC0100 191		5020002	5080011000 02-CONTRACTUAL FOOD SERVICES		66.40	0.00
26	338201	MHC0100 191		5020002	5090005000 Fuel Purchases		49.40	0.00
27	338201	MHC0100 191		5020002	5090006000 Office Supplies		1,000.00	0.00

SEM-BPS 1

BPS0 sapbw02 INS

✓ Return to Active Scenario A by selecting other combination button

ENTER BUDGET AMOUNTS IN JULY

Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables

File Edit View Insert Format Tools Data Window Help

Arial 9 B I U

H16 = 0

	A	B	C
1	Controlling area	ARK	State of Arkansas
2	Business area	0470	DEPT OF INFORMATION SYSTEMS
3	Functional area	ADMN	
4	FM area	ARK	State of Arkansas
5	BudgetPrep Version	1A	Agency Annual Distribution
6	Scenario	A5	Scenario 5
7	Status Indicator	NR	Not Ready
8	Fiscal year variant	Z1	July - June, 4 special periods
9	Fiscal year	2004	July - June, 4 special periods 2004
10	WBS element	#	Not assigned
11	Position	#	Not assigned
12	CLIP Flag	#	Not assigned
13			
14	Cost center	Fund	Funds center
15			

Other combination

Characteristic	Char. value
Functional area	ADMN
Scenario	A
Status indicator	NR
Controlling area	ARK
Business area	0470
FM area	ARK
BudgetPrep Version	1A
Fiscal year variant	Z1
Fiscal year	2003
WBS element	#

2004 Auth Budget Jul

916.10	0.00
34.93	0.00
613.45	0.00
18,337.07	0.00
10.40	0.00
160.12	0.00
1,596.91	0.00
1,979.71	0.00
3,000.00	0.00
66.40	0.00
49.40	0.00
100.70	0.00

SEM-BPS 1 / MUC0100 104 500000 500000000 Office Supplies

BPS0 sapbw02 INS

✓ Change "Scenario" to A in the "Other Combination" box and click on green check mark

ENTER BUDGET AMOUNTS IN JULY

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Arial 9 B I U

H16 = 0

	A	B	C	D	E	F	G	H
1	Controlling area	ARK	State of Arkansas					
2	Business area	0470	DEPT OF INFORMATION SYSTEMS					
3	Functional area	ADMN	ADMN					
4	FM area	ARK	State of Arkansas					
5	BudgetPlan Version	1.0	Agency Annual Distribution					
6	Scenario	A	Active					
7	Status Indicator	NR	Not Ready					
8	Fiscal year variant	Z1	July - June, 4 special periods					
9	Fiscal year	2004	July - June, 4 special periods 2004					
10	WBS element	#	Not assigned					
11	Position	#	Not assigned					
12	CLIP Flag	#	Not assigned					
13								
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul
15								
16	338201	MHC0100 191		5020002	5020005000	Freight	916.10	0.00
17	338201	MHC0100 191		5020002	5030001000	Printing	34.93	0.00
18	338201	MHC0100 191		5020002	5040003000	Water & Sewage	613.45	0.00
19	338201	MHC0100 191		5020002	5040005000	Rent of Facilities	18,337.07	0.00
20	338201	MHC0100 191		5020002	5040011000	Other Rent & Leases	10.40	0.00
21	338201	MHC0100 191		5020002	5050003000	02 - Meals & Lodging	160.12	0.00
22	338201	MHC0100 191		5020002	5050005000	02 - Common Carrier	1,596.91	0.00
23	338201	MHC0100 191		5020002	5050015000	02 - Reporting Agency All Travel	1,979.71	0.00
24	338201	MHC0100 191		5020002	5080006000	Association & Membership Dues	3,000.00	0.00
25	338201	MHC0100 191		5020002	5080011000	02-CONTRACTUAL FOOD SERVICES	66.40	0.00
26	338201	MHC0100 191		5020002	5090005000	Fuel Purchases	49.40	0.00
27	338201	MHC0100 191		5020002	5090006000	Office Supplies	100.70	0.00

SEM-BPS 1

BPS0 sapbw02 INS

Scenario A is displayed on the screen with a Status Indicator of "NR" (Not Ready)

ENTER BUDGET AMOUNTS IN JULY

Enter planning data SAP

Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables

File Edit View Insert Format Tools Data Window Help

Enter amounts by cost element by cost center in the month of July.

	A	B	C	D	E	F	G	H	I
1	Controlling area	ARK	State of Arkansas						
2	Business area	0250	DEPARTMENT OF RURAL SERVICES						
3	Functional area	ADMN	Fin/Admin/Internal Svcs						
4	FM area	ARK	State of Arkansas						
5	BudgetPrep Version	1A	Agency Annual Distribution						
6	Scenario	A	Active						
7	Status Indicator	NR	Not Ready						
8	Fiscal year variant	Z1	July - June, 4 special periods						
9	Fiscal year	2004	July - June, 4 special periods 2004						
10	CLIP Flag	#	Not assigned						
11	WBS element	#	Not assigned						
12									
13	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul	Aug
14									
15	206201	HUA2500	234	5020002	5020001000	Postage	675.00	675.00	0.00
16	206201	HUA2500	234	5020002	5020002000	Telecommunications Wired	3,310.00	3,310.00	0.00
17	206201	HUA2500	234	5020002	5020003000	Telecommunications Wireless	249.00	249.00	0.00
18	206201	HUA2500	234	5020002	5040001000	Electricity	100.00	100.00	0.00
19	206201	HUA2500	234	5020002	5040005000	Rent of Facilities	10,084.00	10,084.00	0.00
20	206201	HUA2500	234	5020002	5050001000	02 - Mileage	123.00	123.00	0.00
21	206201	HUA2500	234	5020002	5050003000	02 - Meals & Lodging	1,999.00	1,999.00	0.00
22	206201	HUA2500	234	5020002	5070003000	Building & Contents Insurance	46.00	46.00	0.00
23	206201	HUA2500	234	5020002	5090006000	Office Supplies	1,948.00	1,949.00	0.00
24	206201	HUA2500	234	5020002	5090007000	Educational Supplies & Materials	100.00	100.00	0.00
25	206201	HUA2500	234	5020002	5090008000	Data Processing Supplies	100.00	0.00	0.00

Note that 2004 Authorized Budget has been copied from the Biennial Cube to the cost center layout of the Annual Cube.

ENTER BUDGET AMOUNTS IN JULY

Enter planning data

Display navigation

Planning profile

Global planning sequences

Set variables

File

Edit

View

Insert

Format

Tools

Data

Window

Help

File

Edit

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Tools

✓ Click on the sort newly entered data button  to update totals on the spreadsheet. Totals at the bottom of the spreadsheet will change to reflect new amounts.

14	Fund	Funds center	Commitment item	Cost element	2004 Auth Budget				Jul	Aug
364	MHC0100	191	5020002	5050001000	02 - Mileage	15,500.50	20,000.00	0.00		
365	MHC0100	191	5020002	5050003000	02 - Meals & Lodging	1,977.01	2,000.00	0.00		
366	MHC0100	191	5020002	5050013000	02 - Other Travel Expenses	334.35	400.00	0.00		
367	MHC0100	191	5020002	5090006000	Office Supplies	23.45	50.00	0.00		
368	MHC0100	191	5020002	5090016000	Shop & Industrial Supplies	11,908.22	15,000.00	0.00		
369	MHC0100	191	5020002	5090026000	Data Processing Supplies	5,835.09	7,500.00	0.00		
370	MHC0100	191	5020002	5090027000	Software/Licenses	4,086.00	4,800.00	0.00		
371	MHC0100	191	5050009	5050002000	09 - Mileage	8.12	50.00	0.00		
372	MHC0100	191	5050009	5050018000	09 - Conferences & Seminar Fees	89.00	100.00	0.00		
373	Fund	Funds center	Commitment item	Cost element	Total	16,355,857.00	49,900.00	0.00		
374										

ENTER BUDGET AMOUNTS IN JULY

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Save by clicking on the save button at the top of screen

	B	C	D	E	F	G	H	I	J	
1	ARK	State of Arkansas								
2	0470	DEPT OF INFORMATION SYSTEMS								
3	ADMN	ADMN								
4	ARK	State of Arkansas								
5	1A	Agency Annual Distribution								
6	A	Active								
7	NR	Not Ready								
8	Z1	July - June, 4 special periods								
9	2004	July - June, 4 special periods 2004								
10	#	Not assigned								
11	#	Not assigned								
12	#	Not assigned								
13										
	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul	Aug	Sep	O
364	MHC0100	191	5020002	5050001000	02 - Mileage	15,500.50	20,000.00	0.00	0.00	0
365	MHC0100	191	5020002	5050003000	02 - Meals & Lodging	1,977.01	2,000.00	0.00	0.00	0
366	MHC0100	191	5020002	5050013000	02 - Other Travel Expenses	334.35	400.00	0.00	0.00	0
367	MHC0100	191	5020002	5090006000	Office Supplies	23.45	50.00	0.00	0.00	0
368	MHC0100	191	5020002	5090016000	Shop & Industrial Supplies	11,908.22	15,000.00	0.00	0.00	0
369	MHC0100	191	5020002	5090026000	Data Processing Supplies	5,835.09	7,500.00	0.00	0.00	0
370	MHC0100	191	5020002	5090027000	Software/Licenses	4,086.00	4,800.00	0.00	0.00	0
371	MHC0100	191	5050009	5050002000	09 - Mileage	8.12	50.00	0.00	0.00	0
372	MHC0100	191	5050009	5050018000	09 - Conferences & Seminar Fees	89.00	100.00	0.00	0.00	0
373	Fund	Funds center	Commitment item	Cost element	Total	16,355,857.08	49,900.00	0.00	0.00	0
374										
375										

SEM-BPS 1

Data was saved

Message: Data was saved

BPS0 sapbw02 INS

CASE 3

Add a new cost element to the budget



ADD A NEW COST ELEMENT

In this example, you forgot to plan for vehicle maintenance when you submitted your agency's biennial budget. This expenses needs to be added to the agency's Annual Operations Plan. Cost element 5030012000 (vehicle maintenance) needs to be added to cost center 354002, which is linked to fund FEB0300 and funds center 058.

ADD A NEW COST ELEMENT

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

A401

387 354004 FEB0600 058

388 354004 FEB0600 058

389 354005 FEB0100 058

390 354005 FEB0100 058

391 354008 FEB0800 968

392 354009 FEB0900 333

393 354009 FEB0900 333

394 354010 FEB1000 329

395 354010 FEB1000 329

396 354010 FEB1000 329

397 354010 FEB1000 329

398 354010 FEB1000 329

399 354010 FEB1000 329

400 Cost center Fund Funds center Commitment item Cost element Total 1,395,863.27 617

401

402

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SEM-BPS 1

Draw AutoShapes

BPS0 sapbw02 OVR

✓ Scroll down to the first blank line at the end of the spreadsheet

ADD A NEW COST ELEMENT

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

A401

	A	B	C
387	354004	FEB0600	058
388	354004	FEB0600	058
389	354005	FEB0100	058
390	354005	FEB0100	058
391	354008	FEB0800	968
392	354009	FEB0900	333
393	354009	FEB0900	333
394	354010	FEB1000	329
395	354010	FEB1000	329
396	354010	FEB1000	329
397	354010	FEB1000	329
398	354010	FEB1000	329
399	354010	FEB1000	329
400	Cost center	Fund	Funds center
401	354002		
402			
403			
404			
405			
406			
407			
408			
409			
410			
411			

SEM-BPS 1

Draw AutoShapes

BPS0 sapbw02 OVR

- ✓ Enter the cost center you want to budget for the cost element
- ✓ Press "Ctrl W" on the keyboard to run a macro that derives the Fund/Funds Center from the Cost Center. If it does not automatically appear, it may be necessary to manually enter the Fund/Funds Center.

ADD A NEW COST ELEMENT

Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables


File Edit View Insert Format Tools Data Window Help

5030012000

	A	B	C	D	E	F	G
282	354002	FEB0300	058	5050009	5050006000	09 - Common Carrier	817.00
283	354002	FEB0300	058	5050009	50500018		
284	354002	FEB0300	058	5060010	5060007		
285	354002	FEB0300	058	5060010	5060007		
286	354003	FEB0500	058	5020002	5090007		
287	354004	FEB0600	058	5020002	5090006		
288	354004	FEB0600	058	5020002	5090007		
289	354004	FEB0600	058	5050009	5050002		
290	354004	FEB0600	058	5050009	5050006		
291	354004	FEB0600	058	5050009	5050018000	09 - Conferences & Seminar Fees	120.00
292	354009	FEB0900	333	5060010	5060007000	Educational Fees and Honorariums	100.00
293	354009	FEB0900	333	5060010	5060008000	Correctional & Rehabilitation Fees	520.00
294	354010	FEB1000	329	5050009	5050018000	09 - Conferences & Seminar Fees	1,676.00
295	354010	FEB1000	329	5060010	5060007000	Educational Fees and Honorariums	5,682.28
296	354010	FEB1000	329	5060010	5060007100	Reimb Exp - Educational Fees & Honorariu	4,107.72
297	354015	KBH5301	508	5020002	5030005000	02 - Building & Grounds Maintenance	132,945.00
298	354016	KBH5301	4DX	5020002	5030005000	02 - Building & Grounds Maintenance	21,394.58
299	354016	KBH5301	4DX	5060010	5060002000	Engineering & Architect Fees	14,081.30
300	354016	KBH5301	4DX	5060010	5060002100	Reimb Exp - Engineering & Architect	25.29
301	Cost center	Fund	Funds center	Commitment item	Cost element	Total	893,895.64 14
302	354002	FEB0300	058		5030012000		
303							
304							
305							

SEM-BPS 1

BPS0 sapbw02 INS

✓ Enter the new cost element or use the  to search for possible entries.

ADD A NEW COST ELEMENT

Enter planning data

Display navigation | Planning profile | Glob

File Edit View Insert Format Tools Data Window

Arial 9

D302

	A	B				
289	354004	FEB0600	058			
290	354004	FEB0600	058			
291	354004	FEB0600	058			
292	354009	FEB0900	333			
293	354009	FEB0900	333			
294	354010	FEB1000	329			
295	354010	FEB1000	329			
296	354010	FEB1000	329			
297	354015	KBH5301	508			
298	354016	KBH5301	4DX			
299	354016	KBH5301	4DX			
300	354016	KBH5301	4DX			
301	Cost center	Fund	Funds center	Commitment item	Cost element	Total
302	354002	FEB0300	058		5030012000	893,895.64
303						
304						
305						
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312						

SEM-BPS 1

BPS0 sapbw02 INS

- ✓ Place the cursor in the “Cost Element” field
- ✓ Press “Ctrl Q” on the keyboard to run a macro that derives the Commitment Item from the Cost Element. If it does not automatically appear, it may be necessary to manually enter the Commitment Item.

ADD A NEW COST ELEMENT

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Arial 9 B I U

	A	B	C	D	E	F	G
289	354004	FEB0600 058		5050009	5050002000	09 - Mileage	251.72
290	354004	FEB0600 058		5050009	5050006000	09 - Common Carrier	231.75
291	354004	FEB0600 058		5050009	5050018000	09 - Conferences & Seminar Fees	120.00
292	354009	FEB0900 333		5060010	5060007000	Educational Fees and Honorariums	100.00
293	354009	FEB0900 333		5060010	5060008000	Correctional & Rehabilitation Fees	520.00
294	354010	FEB1000 329		5050009	5050018000	09 - Conferences & Seminar Fees	1,676.00
295	354010	FEB1000 329		5060010	5060007000	Educational Fees and Honorariums	5,682.28
296	354010	FEB1000 329		5060010	5060007100	Reimb Exp - Educational Fees & Honorariu	4,107.72
297	354015	KBH5301 508		5020002	5030005000	02 - Building & Grounds Maintenance	132,945.00
298	354016	KBH5301 4DX		5020002	5030005000	02 - Building & Grounds Maintenance	21,394.58
299	354016	KBH5301 4DX		5060010	5060002000	Engineering & Architect Fees	14,081.30
300	354016	KBH5301 4DX		5060010	5060002100	Reimb Exp - Engineering & Architect	25.29
301	Cost center	Fund	Funds center	Commitment item	Cost element	Total	893,895.64
302	354002	FEB0300	058	5020002	5030012000		
303							
304							
305							
306							
307							
308							
309							
310							
311							
312							

SEM-BPS 1/

BPS0 sapbw02 INS

✓ Commitment Item will be displayed in field

ADD A NEW COST ELEMENT

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

H302 = 0

	D	E	F	G	H	I	J	K	L	M
289	5050009	5050002000	09 - M							
290	5050009	5050006000	09 - C							
291	5050009	5050018000	09 - C							
292	5060010	5060007000	Educational Fees and Honorariums	100.00	0.00	0.00	0.00	0.00	0.00	0.00
293	5060010	5060008000	Correctional & Rehabilitation Fees	520.00	0.00	0.00	0.00	0.00	0.00	0.00
294	5050009	5050018000	09 - Conferences & Seminar Fees	1,676.00	0.00	0.00	0.00	0.00	0.00	0.00
295	5060010	5060007000	Educational Fees and Honorariums	5,682.28	0.00	0.00	0.00	0.00	0.00	0.00
296	5060010	5060007100	Reimb Exp - Educational Fees & Honorariu	4,107.72	0.00	0.00	0.00	0.00	0.00	0.00
297	5020002	5030005000	02 - Building & Grounds Maintenance	132,945.00	0.00	0.00	0.00	0.00	0.00	0.00
298	5020002	5030005000	02 - Building & Grounds Maintenance	21,394.58	0.00	0.00	0.00	0.00	0.00	0.00
299	5060010	5060002000	Engineering & Architect Fees	14,081.30	0.00	0.00	0.00	0.00	0.00	0.00
300	5060010	5060002100	Reimb Exp - Engineering & Architect	25.29	0.00	0.00	0.00	0.00	0.00	0.00
301	Commitment item	Cost element	Total	893,895.64	14,833.32	14,833.32	14,833.36	14,833.32	14,833.32	14,833.36
302	5020002	5030012000			10,000.00					
303										
304										
305										

Hint: Click on sort newly entered data button () to refresh totals at the bottom of spreadsheet if you have multiple entries to make.

BPS0 sapbw02 INS

ADD A NEW COST ELEMENT

Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables

File Edit View Insert Format Tools Data Window

H15 = 416

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346 PSD0100 1HK
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348 PSD0100 1HK
349 PSD0100 1HK
350 PSD0100 1HK
351 PSD0100 1HK
352 PSD0100 1HK
353 FEB0200 058
354 FEB0200 058
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356 FEB0200 058
357 FEB0200 058
358 FEB0300 058
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365 FEB0300 058
366 FEB0300 058
367 FEB0300 058
368 FEB0300 058
369 FEB0300 058
370 FEB0300 058

5010003 5010008000 03 - Unemployment Compensation Expense 0.00 0.75 0.00 0.00
5010006 5010003000 06 - Overtime Salaries 0.00 812.50 0.00 0.00
5010003 5010005000 03 - FICA & Medicare Expense 0.00 33.50 0.00 0.00
5010003 5010007000 03 - Retirement Expense 0.00 52.50 0.00 0.00
5010003 5010008000 03 - Unemployment Compensation Expense 0.00 0.50 0.00 0.00
5010006 5010003000 06 - Overtime Salaries 0.00 437.50 0.00 0.00
5020002 5090007000 Educational Supplies & Materials 0.00 5,925.75 0.00 0.00
5050009 5050018000 09 - Conferences & Seminar Fees 0.00 1,152.75 0.00 0.00
5060010 5060005000 Medical Fees 68,512.50 17,500.00 0.00 0.00
5120011 5120004000 Equipment Expense 0.00 1,750.00 0.00 0.00
5020002 5020005000 Freight 59.00 20.50 0.00 0.00
5020002 5030012000 02 - Vehicle Maintenance 0.00 10,000.00 0.00 0.00
5020002 5040005000 Rent of Facilities 195.00 1,250.00 0.00 0.00
5020002 5040007000 Rent of Office Equipment 1,272.00 1,250.00 0.00 0.00
5020002 5050001000 02 - Mileage 26,563.71 16,250.00 0.00 0.00
5020002 5050003000 02 - Meals & Lodging 2,658.04 3,750.00 0.00 0.00
5020002 5090006000 Office Supplies 1,034.13 1,250.00 0.00 0.00
5020002 5090007000 Educational Supplies & Materials 1,007.24 3,750.00 0.00 0.00
5020002 5090018000 Subscriptions & Publications 75.00 125.00 0.00 0.00
5020002 5090022000 02 - Kitchen Janitorial & Household Supp 69.76 50.00 0.00 0.00
5050009 5050002000 09 - Mileage 122.09 125.00 0.00 0.00
5050009 5050004000 09 - Meals & Lodging 1,871.97 2,500.00 0.00 0.00
5050009 5050006000 09 - Common Carrier 1,050.00 2,000.00 0.00 0.00
5050009 5050010000 09 - Ground Transportation 59.00 250.00 0.00 0.00

SEM-BPS 1

Draw AutoShapes

BPS0 sapbw02 OVR

✓ Verify that the cost element has been added and the amount is correct

ADD A NEW COST ELEMENT

Planning Edit Goto Utilities **Tools** System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Save by clicking on the save button at the top of screen

	E	F	G	H	I	J	K	L	M	N	O
281	5050004000	09 - Meals & Lodging	1,132.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
282	5050006000	09 - Common Carrier	817.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
283	5050018000	09 - Conferences & Seminar Fees	745.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
284	5060007000	Educational Fees and Honorariums									
285	5060007100	Reimb Exp - Educational Fees & Honorariu									
286	5090007000	Educational Supplies & Materials									
287	5090006000	Office Supplies									
288	5090007000	Educational Supplies & Materials									
289	5050002000	09 - Mileage									
290	5050006000	09 - Common Carrier									
291	5050018000	09 - Conferences & Seminar Fees	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
292	5060007000	Educational Fees and Honorariums	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
293	5060008000	Correctional & Rehabilitation Fees	520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
294	5050018000	09 - Conferences & Seminar Fees	1,676.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
295	5060007000	Educational Fees and Honorariums	5,682.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
296	5060007100	Reimb Exp - Educational Fees & Honorariu	4,107.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
297	5030005000	02 - Building & Grounds Maintenance	132,945.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
298	5030005000	02 - Building & Grounds Maintenance	21,394.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
299	5060002000	Engineering & Architect Fees	14,081.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300	5060002100	Reimb Exp - Engineering & Architect	25.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301	Cost element Total		893,895.64	14,833.32	14,833.32	14,833.36	14,833.32	14,833.32	14,833.36	14,833.32	14,833.32
302											
303											
304											

SEM-BPS 1

Data was saved

BPS0 sapbw02 INS

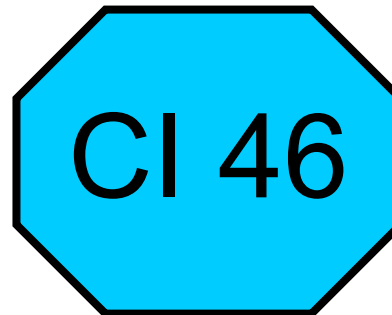
Case 4

Many of the Miscellaneous Commitment Items are currently represented by a Sub-Funds Center using the Regular Commitment Items.

However,

Agencies with Miscellaneous Commitment Items “plan” using the Miscellaneous Commitment Item in the “original” Funds Center.

Miscellaneous Commitment Items are not retracted back to R/3 with your Plan. You will be able to add to your plan a budget for your Sub-Funds Center through transaction KP06 after plans have been retracted back to R/3.



ADD MISCELLANEOUS COMMITMENT ITEMS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

A376 339275

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Controlling area	ARK	State of Arkansas											
2	Business area	0470	DEPT OF INFORMATION SYSTEMS											
3	Functional area	ADMIN	ADMIN											
4	FM area	ARK	State of Arkansas											
5	BudgetPrep Version	1A	Agency Annual Distribution											
6	Scenario	A	Active											
7	Status Indicator	NR	Not Ready											
8	Fiscal year variant	Z1	July - June, 4 special periods											
9	Fiscal year	2004	July - June, 4 special periods 2004											
10	WBS element	#	Not assigned											
11	Position	#	Not assigned											
12	CLIP Flag	#	Not assigned											
13														
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan
371	339290	MHC0100	191	5020002	5090026000 Data Processing Supplies		5,835.09		0.00	0.00	0.00	0.00	0.00	0.00
372	339290	MHC0100	191	5020002	5090027000 Software/Licenses		4,086.00		0.00	0.00	0.00	0.00	0.00	0.00
373	339290	MHC0100	191	5050009	5050002000 09 - Mileage		8.12		0.00	0.00	0.00	0.00	0.00	0.00
374	339290	MHC0100	191	5050009	5050018000 09 - Conferences & Seminar Fees		89.00		0.00	0.00	0.00	0.00	0.00	0.00
375	Cost center	Fund	Funds center	Commitment item	Cost element	Total	16,355,857.08	49,645,590.00	0.00	0.00	0.00	0.00	0.00	0.00
376	339275													
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SEM-BPS 1

BPS0 sapbw02 INS

- ✓ Scroll down to the first blank line at the end of the spreadsheet
- ✓ Place the cursor in the “Cost Center” field and key in the cost center of the original Funds Center of the Miscellaneous Commitment Item (not the cost center for the Sub-Funds Center)

ADD MISCELLANEOUS COMMITMENT ITEMS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

A381

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Controlling area	ARK	State of Arkansas											
2	Business area	0470	DEPT OF INFORMATION SYSTEMS											
3	Functional area	ADMN	ADMN											
4	FM area	ARK	State of Arkansas											
5	BudgetPrep Version	1A	Agency Annual Distribution											
6	Scenario	A	Active											
7	Status Indicator	NR	Not Ready											
8	Fiscal year variant	Z1	July - June, 4 special periods											
9	Fiscal year	2004	July - June, 4 special periods 2004											
10	WBS element	#	Not assigned											
11	Position	#	Not assigned											
12	CLIP Flag	#	Not assigned											
13														
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan
371	339290	MHC0100	191	5020002	5090026000 Data Processing Supplies		5,835.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
372	339290	MHC0100	191	5020002	5090027000 Software/Licenses		4,086.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
373	339290	MHC0100	191	5050009	5050002000 09 - Mileage		8.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
374	339290	MHC0100	191	5050009										
375	Cost center	Fund	Funds center	Commitment item										
376	339275	MHC0100	191											
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SEM-BPS 1

BPS0 sapbw02 INS

- ✓ Place the cursor in the "Cost Center" field
- ✓ Press "Ctrl W" to run a macro that derives the Fund/Funds Center from the Cost Center, if it does not automatically appear. It may be necessary to manually enter the Fund/Funds Center.

ADD MISCELLANEOUS COMMITMENT ITEMS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables


View Insert Format Tools Data Window Help

D376 = 5900046

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Controlling area	ARK	State of Arkansas											
2	Business area	0470	DEPT OF INFORMATION SYSTEMS											
3	Functional area	ADMN	ADMN											
4	FM area	ARK	State of Arkansas											
5	BudgetPrep Version	1A	Agency Annual Distribution											
6	Scenario	A	Active											
7	Status Indicator	NR	Not Ready											
8	Fiscal year variant	Z1	July - June, 4 special periods											
9	Fiscal year	2004	July - June, 4 special periods 2004											
10	WBS element	#	Not assigned											
11	Position	#	Not assigned											
12	CLIP Flag	#	Not assigned											
13														
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan
371	339290	MHC0100	191	5020002	5090026000	Data Processing Supplies	5,835.09		0.00	0.00	0.00	0.00	0.00	0.00
372	339290	MHC0100	191	5020002	5090027000	Software/Licenses	4,086.00		0.00	0.00	0.00	0.00	0.00	0.00
373	339290	MHC0100	191	5050009	5050002000	09 - Mileage	8.12		0.00	0.00	0.00	0.00	0.00	0.00
374	339290	MHC0100	191	5050009	5050018000	09 - Conferences & Seminar Fees	89.00		0.00	0.00	0.00	0.00	0.00	0.00
375	Cost center	Fund	Funds center	Commitment item	Cost element	Total	16,355,857.08	49,645,590.00	0.00	0.00	0.00	0.00	0.00	0.00
376	339275	MHC0100	191	5900046										
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SEM-BPS 1

BPS0 sapbw02 INS

- ✓ Place the cursor in the “Commitment Item” field
- ✓ Enter the Commitment Item or use the  to search for possible entries

ADD MISCELLANEOUS COMMITMENT ITEMS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables


File Edit View Insert Format Window Help

N395

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Controlling area	ARK	State of Arkansas											
2	Business area	0470	DEPT OF INFORMATION SYSTEMS											
3	Functional area	ADMN	ADMN											
4	FM area	ARK	State of Arkansas											
5	BudgetPrep Version	1A	Agency Annual Distribution											
6	Scenario	A	Active											
7	Status Indicator	NR	Not Ready											
8	Fiscal year variant	Z1	July - June, 4 special periods											
9	Fiscal year	2004	July - June, 4 special periods 2004											
10	WBS element	#	Not assigned											
11	Position	#	Not assigned											
12	CLIP Flag	#	Not assigned											
13														
14	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan
371	339290	MHC0100	191	5020002	5090026000	Data Processing Supplies	5,835.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
372	339290	MHC0100	191	5020002	5090027000	Software/Licenses	4,086.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
373	339290	MHC0100	191	5050009	5050002000	09 - Mileage	8.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
374	339290	MHC0100	191	5050009	5050018000	09 - Conferences & Seminar Fees	89.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
375	Cost center	Fund	Funds center	Commitment item	Cost element	Total	16,355,857.00	49,645,590.00	0.00	0.00	0.00	0.00	0.00	0.00
376	339275	MHC0100	191	5900046				27,950,929.00						
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SEM-BPS 1

BPS0 sapbw02 INS

- ✓ Enter the amount to be budgeted in the month of July
- ✓ Click on sort newly entered data button () to refresh data

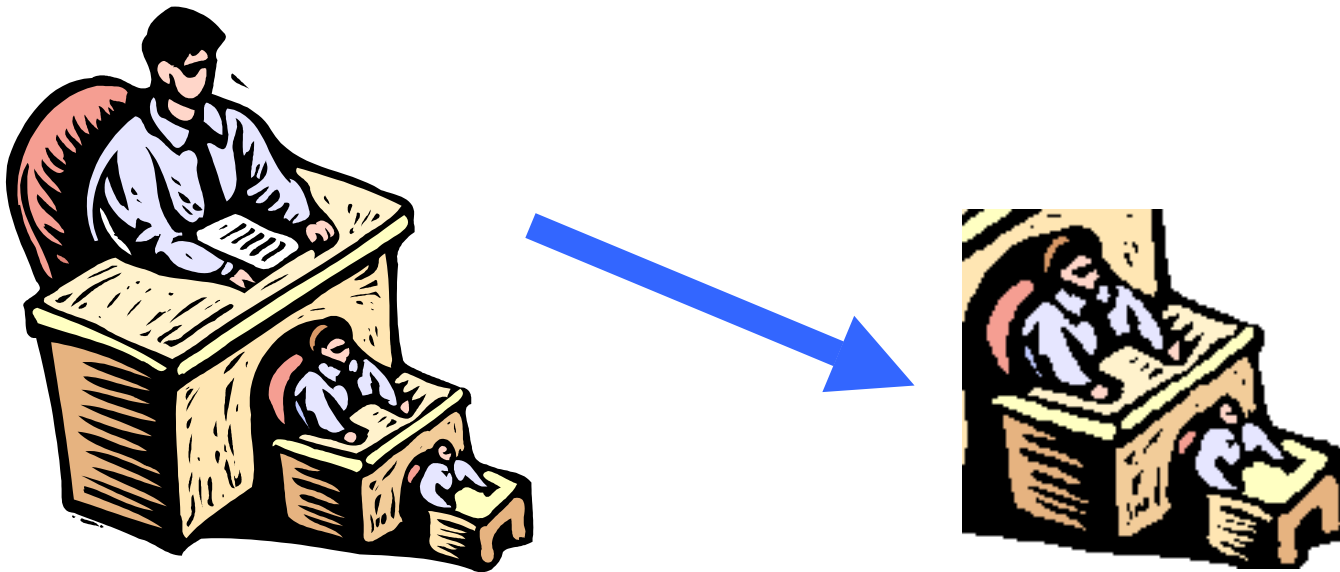
ADD MISCELLANEOUS COMMITMENT ITEMS

✓ You will see “#” / ARK/Not Assigned in the Element field of the Miscellaneous Commitment Item you entered

✓ Save by clicking on the save button at the top screen

Case 5

Select single cost center or multiple single value cost centers to enter budgets.



Large agencies may want to plan on a single cost center or a group of cost centers within the agency, rather than on the agency's complete cost center range when preparing budgets.

SINGLE or MULTIPLE COST CENTERS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences **Set variables**

Restrict/extend variable values user-specific Ctrl+F11

File Edit View Insert Format Tools Data Window Help

H15 = 5675

	A	B	C	D	E	F	G	H
1	Controlling area	ARK	State of Arkansas					
2	Business area	0470	DEPT OF INFORMATION SYSTEMS					
3	Functional area	ADMN	Fin/Admin/Internal Svcs					
4	FM area	ARK	State of Arkansas					
5	BudgetPrep Version	1A	Agency Annual Distribution					
6	Scenario	A	Active					
7	Status Indicator	NR	Not Ready					
8	Fiscal year variant	Z1	July - June, 4 special pe					
9	Fiscal year	2004	July - June, 4 special pe					
10	CLIP Flag	#	Not assigned					
11	WBS element	#	Not assigned					
12								
13	Cost center	Fund	Funds center	Commitment item	Cost element		2004 Auth Budget	Jul
14								
15	206201	HUA2500	234	5020002	5020001000	Postage	675.00	5,675.00
16	206201	HUA2500	234	5020002	5020002000	Telecommunications Wired	3,310.00	3,310.00
17	206201	HUA2500	234	5020002	5020003000	Telecommunications Wireless	249.00	40,249.00
18	206201	HUA2500	234	5020002	5040001000	Electricity	100.00	100.00
19	206201	HUA2500	234	5020002	5040005000	Rent of Facilities	10,084.00	130,084.00
20	206201	HUA2500	234	5020002	5050001000	02 - Mileage	123.00	123.00
21	206201	HUA2500	234	5020002	5050003000	02 - Meals & Lodging	1,999.00	1,999.00
22	206201	HUA2500	234	5020002	5070003000	Building & Contents Insurance	46.00	10,046.00
23	206201	HUA2500	234	5020002	5090006000	Office Supplies	1,948.00	2,948.00
24	206201	HUA2500	234	5020002	5090007000	Educational Supplies & Materials	100.00	100.00
25	206201	HUA2500	234	5020002	5090026000	Data Processing Supplies	100.00	100.00

SEM-BPS 1

Data was saved

BPS0 sapap09 OVR

✓ Click on "Set Variables" tab to display options

Set variables

SINGLE or MULTIPLE COST CENTERS

SAP Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario	A5	
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el)	0WBS_ELEMT	WBS element		

Variable restriction was deleted

BPS0 sapbw02 OVR

✓ Place the cursor in the “From Value” cell in the Cost Center selection line

✓ Select the drop down menu

SINGLE or MULTIPLE COST CENTERS

Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Plan. area | Name of planning area | Variable | Description of variable | Characteristic | Description | From value | To value

AZSBP01A | Budget Preparation Annual | BPSVE | | | | 1A |

AZSBP01A | Budget Preparation Annual | VBUSA | | | | 0470 |

AZSBP01A | Budget Preparation Annual | VCHGD | | | | |

AZSBP01A | Budget Preparation Annual | VCHAN | | | | |

AZSBP01A | Budget Preparation Annual | VCOST | | | | |

AZSBP01A | Budget Preparation Annual | COSTE | | | | |

AZSBP01A | Budget Preparation Annual | FUNDO | | | | |

AZSBP01A | Budget Preparation Annual | FUNDE | | | | |

AZSBP01A | Budget Preparation Annual | VJOB | | | | |

AZSBP01A | Budget Preparation Annual | VJOB2 | | | | |

AZSBP01A | Budget Preparation Annual | ZCOST | | | | |

AZSBP01A | Budget Preparation Annual | VPAYGI | | | | |

AZSBP01A | Budget Preparation Annual | VPAYGI | | | | |

AZSBP01A | Budget Preparation Annual | VPAYGI | | | | |

AZSBP01A | Budget Preparation Annual | VPAYST | | | | |

AZSBP01A | Budget Preparation Annual | VPOSIT | | | | |

AZSBP01A | Budget Preparation Annual | VPOS2 | | | | |

AZSBP01A | Budget Preparation Annual | VSCEN | | | | A5 |

AZSBP01A | Budget Preparation Annual | WBS_E | | | | |

Set and edit selections

Selection conditions

Cost center

338201

338210

338230

340101

☒

Start

OV

0:03 PM

SINGLE or MULTIPLE COST CENTERS

The screenshot shows the SAP Business Planning and Simulation interface. The 'Planning' tab is selected. The 'Planning Areas' table is displayed, with the row for 'VCOSTCEN' (Cost Center) highlighted in yellow and a red box around it. A yellow arrow points to the 'Planning' tab, and another yellow arrow points to the 'VCOSTCEN' row. A third yellow arrow points to the 'ZCOSTCNT' (Cost center) column.

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000338201	
AZSBP01A	Budget Preparation Annual	VCOSTELM	Cost Element	ZCOSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		

Annotations:

- Yellow arrow pointing to the 'Planning' tab.
- Yellow arrow pointing to the 'VCOSTCEN' row.
- Yellow arrow pointing to the 'ZCOSTCNT' column.

Checklist:

- ✓ If you are selecting an individual cost center to work on, verify that it is correct
- ✓ Save the variables you have set
- ✓ Select the "Planning" tab to display Planning Areas screen

Bottom status bar: BPS0 sapbw02 OVR

SINGLE or MULTIPLE COST CENTERS

The screenshot displays the SAP Budget Preparation interface. At the top, there are icons for adding, deleting, and filtering variables. A yellow arrow points to the delete icon (trash can). Below this is a table listing planning area variables:

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000338201	
AZSBP01A	Budget Preparation Annual	CCOSTELM	Cost Element	CCOSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	OFUND	Fund		

Below the table, there are tabs for "Planning" and "Global planning sequences". A yellow arrow points to the "Planning" tab.

At the bottom, a blue box contains the following instructions:

- ✓ If you are wanting to budget on the group of cost you entered in the drop down box, highlight the “Cost Center” variable line and select the trash can , clear the “Cost Center” Variable line and allow the system to pull in all cost centers you have entered
- ✓ Save the variables you have set
- ✓ Select the “Planning” tab to display Plan

SINGLE or MULTIPLE COST CENTERS

Planning Edit Goto Utilities Tools System Help

Display planning package AGENCCAL

Close navigation Planning profile Global planning sequences Set variables

Planning areas	Technical name
▼ Budget Preparation Annual	AZSBPUTA
▼ Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCAL
▶ Annual (WBS) budgeting	BCCABUWW
▶ Annual Agency position budg(Cost Center)	BPOSAAAC
▶ Annual Agency position budgeting (WBS)	BPOSAAWC

Planning functions	Technical name
▼ Annual Agency cost center budgeting	BCCABUCC
▶ Set Scenarios	COPYSCNR
▶ Delete Scenario X	DELETESC
▶ Change Cost Center	CHANGECCO
▼ Manual planning	0-MP
Cost Center Planning	COSTC001

Planning package AGENCCAL Cost Centers Package

Selection Description

Selection	Characteristic	S...	From	To	More
BudgetPrep Version			1A		
Business area			VBUSAREA		

BP00 sapbw02 OVR

- ✓ Expand "Annual Agency Cost Center Budgeting" (▶)
- ✓ Double-click "Cost Centers Package"
- ✓ Expand the "Manual Planning" function (▶)
- ✓ Double-click "Cost Center Planning"

SINGLE or MULTIPLE COST CENTERS

The screenshot shows the SAP AGENCCAL planning package interface. A Microsoft Excel security warning dialog box is displayed in the foreground, asking if the user is sure the document is from a trusted source. A yellow arrow points to the 'Yes' button, which is highlighted with a red box. Below the dialog box, a blue banner reads 'Click yes [Yes] to enable the macros'. The background interface includes a menu bar (Planning, Edit, Goto, Utilities, Tools, System, Help), a toolbar, and a left-hand navigation pane with sections like 'Planning areas' and 'Planning functions'. The main area shows a table of planning data with columns for 'Selection' and 'Description'.

Microsoft Excel

The document you are opening contains macros. Some macros may contain harmful viruses. If you are sure this document is from a trusted source, click Yes. If you are not sure and want to prevent any macros from running, click No.

Yes No Cancel

Click yes [Yes] to enable the macros

Planning areas

	Technical name
Budget Preparation Annual	AZSBP01A
Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCCAL
Annual (WBS) budgeting	BCCABUWW
Annual Agency position budg(Cost Center)	BPOSAAC
Annual Agency position budgeting (WBS)	BPOSAAWC

Planning functions

- Annual Agency cost center budget
 - Set Scenarios
 - Delete Scenario X
 - Change Cost Center
 - Manual planning
- Cost Center Planning

Planning package AGENCCAL **Cost Centers Package**

Selection **Description**

FM area	FMAREA
Fiscal year	AFISCYEA
Fiscal year variant	Z1
Functional area	
Fund	
Status Indicator	
WBS element	#

BPS0 sapbw02 OVR

SINGLE or MULTIPLE COST CENTERS

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation Planning profile Global planning sequences Set variables

File Edit View Insert Format Tools Data Window Help

Arial 9 B I U \$ % , +00 +00 Prompt

H30 = 25

1 Controlling area ARK State of Arkansas

2 Business area 0470 DEPT OF INFORMATION SYSTEMS

3 Functional area

4 FM area

5 BudgetPrep Version

6 Scenario

7 Status Indicator

8 Fiscal year variant

9 Fiscal year 2004 July - June, 4 special periods 2004

10 CLIP Flag # Not assigned

11 WBS element # Not assigned

12

13 Cost center Fund Funds center Commitment item Cost element 2004 Auth Budget Jul

14

15 206201 HUA2500 234 5020002 5020001000 Postage 675.00 5,675.00

16 206201 HUA2500 234 5020002 5020002000 Telecommunications Wired 3,310.00 3,310.00

17 206201 HUA2500 234 5020002 5020003000 Telecommunications Wireless 249.00 40,249.00

18 206201 HUA2500 234 5020002 5040001000 Electricity 100.00 100.00

19 206201 HUA2500 234 5020002 5040005000 Rent of Facilities 10,084.00 130,084.00

20 206201 HUA2500 234 5020002 5050001000 02 - Mileage 123.00 123.00

21 206201 HUA2500 234 5020002 5050003000 02 - Meals & Lodging 1,999.00 1,999.00

22 206201 HUA2500 234 5020002 5070003000 Building & Contents Insurance 46.00 10,046.00

23 206201 HUA2500 234 5020002 5090006000 Office Supplies 1,948.00 9,948.00

24 206201 HUA2500 234 5020002 5090007000 Educational Supplies & Materials 100.00 100.00

25 206201 HUA2500 234 5020002 5090026000 Data Processing Supplies 100.00 100.00

BPS 1

BPS0 sapap09 OVR

Selected Cost Center(s) are displayed. Plans can now be entered for the Cost Center(s)